

**MADERA COUNTY**  
**INVESTIGATIVE ASSISTANT**

**DEFINITION**

Under supervision, provides support to investigators and attorneys assigned to the District Attorney's Office by performing routine pre-trial and other investigative tasks; and performs related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

This class is responsible for providing support services to the investigative function of the District Attorney's Office. Incumbents perform routine pre-trial and other investigative tasks, such as locating and interviewing witnesses/victims to obtain factual information and serving legal documents. The Investigative Assistant class differs from the Criminal Investigator and Welfare Investigator classes in that the former does not possess peace officer status, and is expected to perform only duties that are routine in nature.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists investigators and/or attorneys with routine investigative tasks, such as locating and interviewing clients, witnesses or victims to obtain factual information as requested by the investigators and/or attorneys; procures criminal history background from local, state and federal sources; examines public and private records for personal history and other data; obtains documents pertinent to investigations from other agencies; serves, files and delivers legal documents to various entities for the District Attorney's Office; maintains records of investigative activities and processes served; prepares reports and correspondence; contacts victims or witnesses to advise them of pending or cancelled court appearances, interviews or other hearings; transports victims or witnesses, or arranges for their travel and lodging, to and from court appearances, interviews or other hearings; assists in the collection and preservation of evidence; and testifies in court as necessary.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Interviewing techniques, including effective methods of obtaining information from victims/witnesses.  
Legal office methods and procedures.

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**Knowledge of (Continued):**

General legal terminology.  
Record development and maintenance.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Learn victim/witness tracing techniques.  
Learn basic principles of evidence collection and preservation.  
Maintain strict confidentiality of sensitive information.  
Learn the policies and procedures of the District Attorney's Office.  
Understand and carry out oral and written directions.  
Independently research and gather information from appropriate resources.  
Prepare reports and correspondence.  
Work independently, understand scope of authority and respond to situations appropriately.  
Communicate clearly and concisely, both orally and in writing.  
Handle a large and varied assignment to meet operational deadlines and achieve work objectives of the District Attorney's Office.  
Tactfully and effectively represent the District Attorney's Office in public contacts.  
Establish, foster and maintain positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education and Experience:**

Equivalent to the completion of thirty (30) semester units from an accredited college or university with major course work in criminology, administration of justice, law enforcement, social work or a closely related field.

**OR**

Two (2) years of public contact experience which required interviewing and obtaining information from the public.

**License/Certificate:**

Possession of, or the ability to obtain prior to date of appointment, a valid driver's license issued by the California Department of Motor Vehicles.

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**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

In addition to working in a standard office environment, requires the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and infectious disease; ability to travel to different sites and locations.

**Effective Date:** March 2007